



Executive Department

155 COTTAGE STREET NE., SALEM, OREGON 97310

April 24, 1986

Honorable Russell Hug
Mayor of Elgin
P.O. Box 128
Elgin, OR 97827

RE: Monitoring of Oregon Community Development Grant #85-507-TA

Dear Mayor Hug:

Oregon Community Development (OCD) Program regulations require that your Community Development grant be monitored to review your performance and to assure that federal funds are being managed properly. On March 31, 1986, Ed Reilly, our Project Manager for Union County, met with Betty Hulse to discuss your grant.

In general, the grant program is in compliance with federal and state requirements. The program is running smoothly and indications are that it will remain so. The program appears to be fulfilling the objectives stated in the City's application. However, the following concerns should be brought to your attention:

1. The City must adopt a written Code of Conduct. This must be done prior to drawing down any funds for the City's 1986 Technical Assistance grant.
2. The City must adopt a fair housing resolution prior to drawing down 1986 Technical Assistance funds.
3. In the future the City must include an Equal Employment Opportunity clause in all it's job announcements.

The details of the meeting are discussed in the monitoring report attached to this letter.

Please respond to the concerns in writing within 30 days. Should these concerns not be addressed, a finding of non-compliance with federal financial management requirements could be made against the City.

Honorable Russell Hug

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April 24, 1986

If you have any questions or need assistance in this effort, please contact Ed Reilly at 373-7999, ext. 25.

Sincerely,

INTERGOVERNMENTAL RELATIONS DIVISION

A handwritten signature in cursive script, appearing to read "Yvonne Addington".

Yvonne Addington, Manager
Community Development Program

YA:n1:8310T

cc: Betty Hulse



STATE OF OREGON

INTEROFFICE MEMO

TO: Yvonne Addington, Manager
Community Development Program - IRD

DATE: April 24, 1986

FROM: Ed Reilly, Project Manager
Community Development Program - IRD

SUBJECT: Monitoring of the City of Elgin on March 31, 1986

I. Project Summary

- a. Elgin Grant #85-507-TA
- b. Awarded March 8, 1985, closing period, June 1986
- c. Grant Amount: \$8,500

II. Progress on Activities

This project is complete. Only monitoring concerns and project close-out need addressing. This project moved very quickly.

Proposed Accomplishments	Budget	Results to Date	OCD \$ Spent to Date
Develop a storm drainage plan and sewer system plan to reduce I/I problems. Identify costs and financing for such systems.	\$8,500	Storm drainage and sewer feasibility plan complete. Plan approved by City. Costs and financing identified.	\$8,500

The TA study is currently being reviewed by DEQ. The study was submitted for construction funding to OCD in 1986 but was denied.

The City assumed all administrative costs for the project.

While the project period is scheduled for completion by March 8, 1987, the project appears headed for completion by June of 1986.

III. National Objective

The objective of this grant is to eliminate a slum and blight condition in the City. The City has a totally inadequate storm sewer system. As a result of excess runoff many of the City's roads are being washed out.

IV. Grant Management

Betty Hulse, City Recorder, is responsible for the City's administration of this project. She has the necessary authority to see that the necessary requirements are complied with.

V. Financial Management

The City has kept records of all expenditures for this project. The expenditures were all eligible and the necessary documentation to substantiate cash draws was available. A review of the City's books showed that the City received/disbursed funds in a timely manner. All OCD funds were expended for engineering services.

The City does not have a Code of Conduct, nor does it's engineering contract contain such a clause.

VI. Housing Rehabilitation

Not Applicable

VII. Economic Development

Not Applicable

VIII. Public Works

This was a technical assistance grant for a feasibility study of a storm drain and sewage plan. No construction was undertaken in this project.

IX. Environmental Requirements

The City's Environmental Review Record contained the City's finding of an exempt activity.

X. Labor Standards

Not applicable.

XI. Civil Rights Requirements

The City's most recent advertisement for a City position did not have an EEO clause. The City had no Fair Housing Resolution. The City did use a minority engineering consultant for this project. The City does have a non-discrimination of the handicapped resolution (#18).

XII. Program Beneficiaries

The project has no direct beneficiares (TA Grant). City-wide project.

Conclusion

The City has generally done a fine job of administering this grant. There are, however, a number of concerns that were identified during the monitoring:

- a) The City has no fair housing resolution and must adopt one.
- b) The City has no written Code of Conduct and must adopt one.
- c) In the future, the City must include an EEO clause in all its advertisements for City positions.

